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December 6, 2019
NOTICE OF JOB VACANCY
#19-436

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Division of Gaming Enforcement, for applicants who meet the requirements specified below:

TITLE: Administrative Analyst 2, Fiscal Management

SALARY: \$54,684.00 - \$77,418.81

LOCATION: Division of Gaming Enforcement
Administrative Services Bureau
140 E. Front Street
Trenton, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under direction of a supervisory official, will perform complex financial analysis; provides technical assistance and guidance to implement fiscal policy and procedure; develops budgetary controls to track, monitor, and identify areas of inefficiencies reviews and processes fiscal and travel transactions in NJSTART/ MACSE/ NJCFS performs cost/benefit analysis and assists management with the implementation of recommended process improvements, when necessary reviews purchase requests for accuracy and consistency with state purchasing rules and regulations; maintains, communicates and accurately tracks fiscal records; does other related duties as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college with a Bachelor's degree including or supplemented by twenty-one (21) semester hour credits in any combination of Accounting, Business Administration, Economics or Finance courses.

EXPERIENCE: Two (2) years of experience in work involving fiscal analyses and evaluation, budgeting, and management operations in government, business, and/or a management consulting firm.

NOTE: Applicants who do not possess the Bachelor's degree, but who do possess the (21) semester hour credits as listed above, may substitute the remaining education with experience as indicated above on a year for year basis. (Thirty (30) credits equates to one (1) year of experience).

NOTE: A Master's degree in one of the areas listed above may be substituted for one (1) year of experience; a Doctorate degree in one of the areas listed above may be substituted for two (2) years of experience.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

PREFERENCE: Preference will be given to applicants with NJSTART, NJCFS and/or Business Objects experience. Knowledge of Excel.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

If qualified, a cover letter indicating interest in job vacancy #19-436 and a current resume must be received before 5:00 PM on the closing date of January 6, 2020. Please submit a resume and cover letter to:

Recruitment Coordinator
Division of Gaming Enforcement
1300 Atlantic Avenue
Atlantic City, NJ 08401

OR

Email: jobs@njdge.org

RESUMES RECEIVED AFTER 5:00 PM ON THE CLOSING DATE WILL NOT BE CONSIDERED.

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

